

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

September 9, 2003

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Information Bulletin No. OF&A 2003-068

To: State Directors, State Fire Management Officers

From: Director, Office of Fire and Aviation

Subject: BLM National Fire and Aviation Conference
Fire Leadership Team Meeting

DD: 9/19/2003
10/1/2003
11/3/2003
11/10/2003

The 2003 National Fire and Aviation Conference and the Fire Leadership Team (FLT) meeting will be hosted by the Oregon/Washington State Office. All sessions will be held at the Doubletree Columbia River Complex at Jantzen Beach on the Columbia River. The FLT business meeting will be held on Wednesday, November 19, beginning at 9:00 a.m. The National Fire and Aviation Conference will be held on Thursday, November 20, beginning at 8:00 a.m., and concluding on Friday, November 21, by noon. The theme of the conference is Future Fire and Resources Management Opportunities.

Hotel reservations should be made at the Doubletree Columbia River Complex at Jantzen Beach by calling 1-800-643-7611. Please reference the BLM Fire and Aviation Management Conference when making your reservations. Reservations must be made before November 10, to receive the government group rate of \$89.

There will be an awards ceremony and buffet dinner on Thursday, November 20, at a cost per person, expected not to exceed the daily allowance for dinner. This is always a fun and important yearly event recognizing our colleagues who have made an important contribution in fire management.

To assist in the preparation of the conference travel approval from Washington, D.C., the meeting registration process and to prepare name tags for participants, State Offices are requested to submit a list of participants and speakers. Please send, no later than September 19, the name, title, series/grade, and office of all persons attending from your state to:

Pam Johansen
 BLM-NIFC
 3833 S. Development Ave.
 Boise, ID 83705
Pam_Johansen@blm.gov

Agenda topics are requested by October 1. I encourage you to give some thought to the meeting theme and submit topics accordingly. We will strive to have a balanced agenda of sharing information, making decisions and being flexible while enhancing our fire management programs. Some of the suggested topics include updates and discussions on our contracting processes, grants and agreements program, biomass utilization, stewardship, cost containment, initial and extended attack readiness and fire management planning.

Please fill out the attached agenda topic request form completely and return it by October 1, to:

Shari Shetler
 BLM-NIFC
 3833 S. Development Ave.
 Boise, ID 83705
Shari_Shetler@blm.gov

Make sure you indicate which meeting the agenda topic is being submitted for. All agenda item related material and power point presentations should be submitted to Shari Shetler no later than November 3. This will allow sufficient time to organize notebooks, audio visual equipment and take care of any other requirements that the presenters may identify.

Additional information and the agenda will be sent to the participants by November 7. If you have any questions about the conference please contact Shari Shetler at 208-387-5700.

Signed by:
 Wilhelmina Sorensen
 Acting Director
 Office of Fire and Aviation

Authenticated by:
 Pat Lewis
 Supervisory Mgmt. Asst.
 Office Services

Attachment
 Agenda Topic Request Form (1 p)

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